



**North Carolina Department of Health and Human Services
Division of Mental Health, Developmental Disabilities and Substance Abuse Services**

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Michael F. Easley, Governor
Dempsey Benton, Secretary

Michael S. Lancaster, M.D. and
Leza Wainwright, Directors

June 2, 2008

MEMORANDUM

TO: LME Directors

FROM: Leza Wainwright 

RE: Revised CDW Reporting Forms: LME Consumer Admission and Discharge Form and Standardized Consumer STR Interview and Registration Form

Attached please find two revised CDW forms reflecting previously announced new reporting requirements. The forms that are revised are the LME Consumer Admission and Discharge Form and the Standardized Consumer STR Interview and Registration Form. These documents will be promptly posted as Word documents on the Division web site for ease of use by providers and LMEs.

We appreciate the feedback that your staff has provided to the Division on these revised forms through a series of four Division-sponsored regional meetings and in recent presentations at the FARO Spring Conference. Changes that have been made on these two forms include the addition of state and federal legislatively required admission and discharge data elements on the LME Consumer Admission and Discharge Form that were previously been announced in Mike Moseley's memo of February 8, 2008. The changes were effective on May 1, 2008 with a due date for LME data submission to the Division of June 15, 2008. The February 8, 2008 memo may be referenced on the Division web site at the following address: <http://www.ncdhhs.gov/mhddsas/statpublications/manualsforms/cdwreportingrequirements2-8-08memo.pdf>

The Standardized Consumer STR Interview and Registration Form is required to be completed by all facilities performing STR. STR is appropriate only for all new applicants for services, or for inactive consumers seeking services in a new episode of care (minimum of no billable services within prior 60 days). Registration items are required to be completed for all new or previously inactive consumers initiating an Enhanced Benefits Service or any LME authorized service. This form is required to be submitted to the LME within five business days of Screening or service initiation.

CDW reporting requirements in the revised Standardized Consumer STR Interview and Registration Form are effective on October 1, 2008. Included are required data elements to be submitted from the following questions: #s 24, 25, 26, 33, 34, and 36. All of these questions, including a revised question #36, have been collected by LMEs for the past two years for local use only. This data is being required to be reported to the Division in order to assist the Division in statewide planning and management.

We would like to emphasize the importance of the Active Military, Military Reserve, and National Guard Status information. These questions are specifically developed to support our local, state and federal governments' commitment to providing improved education, outreach, identification and access to services for these veterans, military personnel, and their families. These individuals may be in need of services due to stressors of combat related injury or trauma, or to deployment related hardships and transitional challenges in such areas as social and family relationships, vocation and employment, housing, and finances.



LMEs are encouraged to begin the implementation of these required questions as soon as possible, but no later than October 1, 2008. The latest versions of the Technical Specifications (May 2008, Version 1.10) and the CDW Data Dictionary (Version 1.8) are being revised and will be posted shortly on the Division's website. Should you have any questions, please feel free to address technical or policy issues to Deborah Merrill at Deborah.Merrill@ncmail.net, or telephone (919) 715-7774, or to Spencer Clark at Spencer.Clark@ncmail.net, or telephone (919) 733-4670.

Enclosures (2)

cc: Secretary Dempsey Benton
Dan Stewart
Executive Leadership Team
Management Leadership Team
State Facility Directors
Yvonne Copeland
Patrice Roesler
MH Commission Chair
The Coalition Chair
SCFAC Chair
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Andrea Poole
Shawn Parker
Kaye Holder
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Mark Van Sciver
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